



**1ST MEETING
MANUFACTURING SUBGROUP**

MEETING MINUTES

**MAY 26TH, 2010
1:30 PM**

**MEADWESTVACO
9TH FLOOR CONFERENCE ROOM
501 South 5th Street
Richmond, Virginia 23219**

Subgroup Members Present:

Don Banker
Tom Godfrey
John Luke
Bengt Lundgren
Brett Vassey

I. Call to Order

John Luke, Chair, called to order the 1st meeting of the Manufacturing Subgroup at 1:30 PM on Wednesday, May 26th, 2010, at the MeadWestvaco building in Richmond, VA.

II. Roll Call

John Luke called role. A quorum was present.

III. Introductions

Brief introductions were made by members, staff, and guests.

IV. MeadWestvaco Jobs Announcement

John Luke remarked briefly on MWV's decision to bring 128 jobs to their Virginia location.

V. Overview of Materials and Research Provided

Members had reviewed materials and discussed the need to update much of the material. This led to a discussion on workforce development needs. The group decided it will be necessary in the future to work with the Workforce Development subgroup to make sure they understand the needs of manufacturers.

VI. Overview and Discussion of Subgroup Vision Goals

John Luke introduced each vision item and the group discussed each one. The approach of the subgroup was rewritten to include mention of short term and long term goals. As each goal was discussed, a subgroup member was assigned as the lead.

VII. Vote to Accept Subgroup Vision Goals

Subgroup Vision Goals were passed unanimously.

VIII. Identification of Key Stakeholders

Possible key stakeholders: Virginia Manufacturers Association; National Association of Manufacturers; etc. Members agreed to send out an email or letter to these groups, as well as others involved in manufacturing with a short questionnaire to compile their input.

IX. Public Comment

The meeting was opened to public comment.

X. Next Meeting Date

The next meeting was set for Monday, July 12th at MeadWestvaco at 1:30 PM.

XI. Adjournment

The meeting was adjourned at 4:15 PM.